



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 3.1.1	Subject: MANAGEMENT OF THE SECURITY PROGRAM
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 2
Section 1: Security Operations	Effective Date: Feb. 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 03/15/11

I. POLICY

The Department of Corrections secure facilities will maintain correctional facilities that ensure public safety, provide safe employee working environments, and offer humane and safe offender living conditions. To accomplish this, each facility will employ an organized system of inter-related Department policies, operational procedures, emergency plans, and systematic manpower practices.

II. APPLICABILITY

The secure facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, Montana Correctional Enterprises, Treasure State Correctional Training Center, and the private and regional facilities contracted to the Department of Corrections.

III. DEFINITIONS

Chief of Security – The staff person, regardless of local title (security major, director of operations), designated by the facility administrator to manage the facility security program.

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

IV. DEPARTMENT DIRECTIVES

A. Chief of Security

1. The chief of security will develop a security and staff management plan to include the following information:
 - a. complete set of Department security-related policies;
 - b. written operational procedures necessary to develop and facilitate security policy implementation; the chief of security will maintain this information and the facility administrator will review and approve facility procedures;
 - c. all applicable memoranda and other instructional materials to facilitate operational procedure implementation;
 - d. a system of permanent logs to record and document searches, audits, and security inspections in accordance with *DOC Policy 3.1.3, Logs and Record-keeping Systems*;
 - e. all necessary staff assignments, roster, and timekeeping records in accordance with Department policy;
 - f. current and readily accessible operations manuals to include employee post assignments in accordance with *DOC 3.1.2 RD, Facility Security Manuals*;
 - g. operational procedures that outline a system of cell and other living quarter searches

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in accordance with *DOC Policy 3.1.15, Security Inspections*;

- h. annual review of use of force and other procedures related to offender control to evaluate effectiveness and staff accountability in accordance with *DOC Policy 3.1.8, Use of Force and Restraints*, Section M., Administrative Review;
- i. copies of all emergency plans; the chief of security is responsible for the facility emergency preparedness plans as specified in Department policies that regulate this area;
- j. annual training records on all emergency preparedness plans in accordance with Department policies;
- k. documentation that no offenders or group of offenders will be given authority over other offenders, manage any facility program, or have any policy or procedure management role in the facility;

B. Staff Visibility

1. Administrators and other facility staff must maintain regular and frequent visibility in all facility programs and housing units. Administrators must be available to offenders, line staff, and mid-level managers for regular, ongoing communication.
2. The administrator, or designee, shall identify positions of supervisors and managers who visit housing and activity areas and the frequency of visits, based on available staff and facility needs, to encourage informal contact with staff and offenders and to observe working and living conditions.
3. The shift supervisors will tour their areas of responsibility at least once each shift every day, unless frequency has been designated otherwise by administrator, based on available staff and facility needs. Unoccupied areas will be toured once a week unless administrator has designated otherwise.
4. The chief of security will ensure a record-keeping system is maintained to document administrative and supervisory visits, any observed deficiencies, and recommendations for corrective action.

V. CLOSING

Questions concerning this policy should be directed to the chief of security.

VI. REFERENCES

- A. [2-15-112](#), MCA
- B. 4-4174, 4182, 4184, 4185; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. *DOC Policies 3.1.2 RD, Facility Security Manuals*; [3.1.3](#), *Logs and Record-Keeping Systems*; [3.1.8](#), *Use of Force and Restraints*; [3.1.15](#), *Security Inspections*

VII. ATTACHMENTS

None.